



Integrated Project Team (IPT) Charter Template

The team charter is the “internal contract” between the team and the sponsor. It is developed at a high level and includes: the objectives, deliverables, major milestones, key business unit interfaces, activities, and roles and responsibilities. The charter is developed by the team and signed off on by the IPT sponsor.

IPT Name:		
Deliverable Name: IPT Charter Template		Date Completed:
Contact Information		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
Task Order Number:		

<INSERT PROJECT NAME> Project Team Integrated Project Team (IPT) Charter

IPT Composition

Primary Sponsor: <Insert Project Sponsor Name> **Team Leader(s):** <Insert Team Lead Name>

Advisor(s): <Insert Advisor Name> **Team Members:** <Insert Team Member Name>

IPT Mission and Objectives

IPT Mission

<Insert Team Mission>

IPT Project Objectives

<Insert Project Objectives>

Deliverables

The major deliverables for the <Insert Project Name> Projects Team are:

<Milestone #1>:

- <Deliverable #1>
- <Deliverable #2>
- etc.



<Milestone #2>:

- <Deliverable #1>
- <Deliverable #2>
- <Deliverable #3>
- etc.

Key Business Unit Interfaces Interfaces

The key business unit interfaces to the <Insert Project Name> are:

- <Interface #1>
- <Interface #2>
- <Interface #3>
- etc.

Activities, Timing, and Milestones

Major Activities	Milestones	Timing
• <Activity #1>	• <Milestone #1> • <Milestone #2> • etc.	• <Date Complete> • <Date Complete> • <Date Complete>
• <Activity #2>	• <Milestone #1> • <Milestone #2> • etc.	• <Date Complete> • <Date Complete> • <Date Complete>

Roles and Responsibilities

The roles and responsibilities are represented in the table below. In order to complete the table, include the list of activities from the above section, identify the appropriate roles within the project (e.g., IPT Team Lead, Executive Sponsor, Project Manager, External Entity, Department of Education Office, etc.), and indicate the appropriate category from the RACI Model.

<i>Categories of R&R</i>		
Responsible	(R)	<i>“The Doer”</i> – the person(s) working on the activity
Accountable	(A)	<i>“The Buck Stops Here”</i> – the decision maker
Consulted	(C)	<i>“In the Loop”</i> – the person(s) involved prior to the decision
Informed	(I)	<i>“Kept in the Picture”</i> – the person(s) advised after the decision
<i>When defining R&R for “Other,” indicate the impacted party (e.g. I – OGC)</i>		



Activity Breakdown	Role #1	Role #2	Role#3	Etc.	Other
<ul style="list-style-type: none">• <Insert Activity #1 – from above>• <Insert Activity #1 – from above>• <Insert Activity #1 – from above>					